

Par.1. **Material Transmitted and Purpose** --Transmitted with this Manual Letter are changes to Service Chapter 623-05, "Foster Care Maintenance Payments": New language has been underlined and the old language has been struck through. PIs-07, 08, 11, 12, 13, 15, 16, 18, and 19 have been superseded. PI-08 was rescinded.

Par. 2 EFFECTIVE DATE: **November 15, 2013**

Added procedure for overpayment recoupment #3.

Recoupment of Foster Care Overpayments 623-05-20-20

The CCWIPS payment system has the ability to recoup overpayments from family and residential foster care providers for amounts due the Department. The system has the ability (state office functionality only) to automatically subtract any debits (such as the overpayment) to that provider for any foster child, and issues the check to the provider for the difference.

The procedure for overpayment recoupment is as follows:

1. Overpayments made to family foster homes are recouped on the CCWIPS system in the month following the month the overpayment is set up, assuming that any foster child is residing in the home and/or a payment is being made to that family foster home. This direct recoupment is a state office function only.
2. If no payment is due the foster home in the month following the month the overpayment is set up, the county collects the overpayment from the foster home and send the overpayment remittance to Fiscal Administration in the same manner as in the past.
3. The department will age unresolved balances and at the three month point will bill the financially responsible county dollar for dollar, with the exception of the Indian counties which will be dealt with on a case-by-case basis.

Updated family foster care maintenance rates. PI-13-13 was superseded.

Payment Rates 623-05-20-25

The family foster care maintenance rate is computed by month and includes an amount for clothing and incidentals. The rate effective July 1, ~~2012~~ 2013, is as follows:

AGE	BASIC RATE	CLOTHING AND INCIDENTALS	COMPUTED MONTHLY
0 - 4 Years	\$645.95 <u>\$673.79</u>	\$50.00	\$695.95 <u>\$723.79</u>
5 - 12 Years	\$737.80 <u>\$769.71</u>	\$60.00	\$797.80 <u>\$829.71</u>
13+	\$805.24 <u>\$840.25</u>	\$70.00	\$875.24 <u>\$910.25</u>

Payments are made using the daily rate times the number of days in care.

AGE	COMPUTED MONTHLY	PAID DAILY
0 - 4 Years	\$695.95 <u>\$723.79</u>	\$22.88 <u>\$23.80</u>
5- 12 Years	\$797.80 <u>\$829.71</u>	\$26.23 <u>\$27.28</u>
13+	\$875.24 <u>\$910.25</u>	\$28.78 <u>\$29.93</u>

Updated the rates for therapeutic Foster Care. PI-13-12 was superseded.

Maintenance Rate – Therapeutic Foster Care 623-05-20-35

When a child is placed in a PATH home, there are three options for payment. The rate effective July 1, ~~2012~~ 2013, is as follows:

- The PATH Therapeutic rate of \$~~97.11~~ **100.99**/day will be paid for all children who are receiving treatment foster care services through PATH programs.
- A rate of \$~~59.45~~ **61.83**/day will be paid for all children in the PATH regular foster care (PATH provides case management) and step-down programs. (This amount is separate from treatment costs, which are directly billed to Medicaid by PATH).
- The county age appropriate foster care rate will be paid in situations where siblings are placed in the same PATH foster home and one of the siblings does not need a therapeutic level of care. In this case the child's case manager will provide case management and supervise the placement.

Updated daily maintenance rates for group and residential child care facilities. PI-13-07, 08, 11, 13, 18, and 19 are superseded.

Payment to Foster Care Group Homes, Residential Child Care Facilities 623-05-20-40

Daily Maintenance Rates -- Group and Residential Child Care Facilities

	EFF. DATE	DAILY RATE
Charles Hall Youth Services P.O. Box 1995 Bismarck, ND 58502-1995	07-01-12 <u>07-01-13</u>	(F) 211.63 <u>215.95</u>
Eckert Youth Homes Box 2291 Williston, ND 58802	07-01-12 <u>07-01-13</u>	(F) 186.85 <u>217.40</u> <u>249.89</u>
Home on the Range 16351 I-94 Sentinel Butte, ND 58654-9500	04-01-12 <u>04-01-13</u>	(F) 235.89 <u>250.83</u>
Prairie Learning Center 7785 St. Gertrude Avenue Raleigh, ND 58564-4103	04-01-12 <u>07-01-13</u>	(F) 187.46 <u>204.19</u>

Updated clothing allowances. Superseded PI-13-15

Category 20 – Clothing for Foster Care Children General Information 623-05-30-10

Foster care children's clothing needs are to be met in accordance with the policies set forth in this chapter, as well as regulations set forth in NDAC [75-03-15](#), concerning reimbursement for residential child care facilities and group child care facilities licensed by the State of North Dakota.

Each child in foster care should have enough clothing for reasonable changes. Adequacy, condition, and styling of garments are particularly meaningful for some children. The worker supervising the case has responsibility for knowing if the child is adequately clothed and if the child has an opportunity to participate in the selection and purchase of a new clothing, if of an age to have such interest. When a child leaves a foster home the child should have with them all the usable clothing, which has been purchased for them.

An inventory must be conducted of a child's clothing prior to any placement or change in placement in foster care. A copy of the most recent inventory should be sent with the child at the time of initial placement as well as all other subsequent placements. A copy shall be kept by the agency making the placement, as well as the financial county.

Clothing Allowances/Family Foster Care

Initial Clothing Allowance - Family Foster Care

The initial clothing allowance is available to a child when he/she enters a paid foster care setting. During the first five months after the child's entry to foster care, the child's clothing needs can be met with an initial clothing allowance, if needed. The initial clothing allowance must be requested/approval received; clothing purchased and receipts submitted to the county – during the first five months. The county has until the end of the sixth month to enter the information on the CCWIPS system to generate payment for the initial clothing allowance.

In order for a child to receive the initial clothing allowance again, the child must have been out of foster care for a 12-month period (this is a date specific period).

The maximum rates for initial clothing allowances are:

Category 20, Code 21

0-4 -	\$150 <u>400</u>
5-12 -	\$225 <u>400</u>
13 and over -	\$300 <u>400</u>

Example:

Child, age 11, enters a paid foster care setting on 6/1/~~03~~ 13. Initial clothing allowance of ~~\$225~~ 400 was expended within the first five months of placement. Child returns home on 12/1/~~03~~ 13.

This child will not be eligible to receive the initial clothing allowance until he/she has been out of foster care for a 12-month period, or in this case, until 12/1/~~04~~ 14. If the child returns to a paid foster care setting prior to that date, the initial clothing allowance will not be available.

The maximum initial clothing allowance must be purchased with the consultation and prior approval of the county having financial responsibility for foster care payments. The financial county must be supplied with receipts for the items purchased. Use Category 20,

code 21, "Initial Clothing Allowance." Enter on appropriate CCWIPS screen.

Special Clothing Allowance - Family Foster Care

A special clothing allowance may be authorized to replace clothing lost in a fire, flood, theft, other type of disaster, or for sudden spurts of growth. The special clothing allowance rate is for emergency and extraordinary circumstances and should rarely be used in meeting the needs of the foster child. The special allowance is not an entitlement, but an exception. Use Category 20, code 22, "Special Clothing Allowance." Enter on appropriate CCWIPS screen.

Refer to CCWIPS User Manual for technical assistance related to entering irregular foster care payments on the CCWIPS system.

Summary Chart - Clothing - Family Foster Care

Type Clothing Allowance	Procedure
Initial	Need basis. Consultation and prior approval of county financial responsibility. Original receipts required.
Special	Need basis. Consultation and prior approval of county of financial responsibility. Original receipts required.
Regular/ On-going Clothing Needs	Built into daily* rate paid to foster parents. Age 0 - 4 \$50 Age 5 - 12 \$60 Age 13+ \$70

Clothing Allowance/Group & RCCF CareInitial Clothing Allowance - Group/RCCF

During the first five months after the child's entry to foster care, the child's clothing needs can be met with an initial clothing allowance, if needed. The initial clothing allowance must be requested/approval received; clothing purchased and receipts submitted to the county – during the first five months. The county has until the end of the sixth month to enter the information on the CCWIPS system to generate payment for the initial clothing allowance.

An inventory must be conducted of a child's clothing prior to any placement or change in placement in foster care. A copy of the most recent inventory should be sent with the child at the time of initial placement as well as all other subsequent placements. A copy shall be kept by the agency making the placement, as well as the financial county.

The maximum rates for initial clothing allowances are:

Category 20, Code 21

Child's Age	Maximum Allowance
0 - 4	\$150 <u>400</u>
5 - 12	\$225 <u>400</u>
13 and over	\$300 <u>400</u>

The initial clothing allowance (within above limits) may be purchased, if needed. Direct reimbursement is available to the GROUP/RCCF based on submitting original receipts, which can be

traced to the child. The receipts should be submitted to the county having financial responsibility for foster care payment. Prior approval of the county having financial responsibility for foster care payment is required. Use Category 20, code 21, "Initial Clothing Allowance." Enter on appropriate CCWIPS screen.

Refer to CCWIPS User Manual for technical assistance related to entering irregular foster care payments on the CCWIPS system.

Special Clothing Allowance - Group/RCCF

A special clothing allowance may be utilized to replace clothing lost in a fire, flood, theft, other type of disaster, or for sudden spurts of growth. The special clothing allowance rate is for these emergency and extraordinary circumstances and should rarely be used in meeting the needs of the foster child. The special allowance is not an entitlement, but an exception. Prior approval of the county director/designee of the financially responsible county is required. Direct reimbursement is available to the GROUP/RCCF based on the original receipts which can be traced to the individual child. The receipts should be submitted for reimbursement to the county having financial responsibility for foster care payment.

Category 20, Code 22

Child's Age	Maximum Allowance
0 - 4	\$150 <u>250</u>
5 - 12	\$225 <u>325</u>
13 and over	\$300 <u>400</u>

The special clothing allowance is not an automatic payment. It is intended that this be utilized to purchase clothing in the

circumstances outlined above and if needed. Use Category 20, code 22, "Special Clothing Allowance." Enter on appropriate CCWIPS screen.

It is anticipated that the maximum initial allowance and the special clothing allowance will be utilized to purchase groups of clothing necessary to meet the child's needs up to the maximums outlined. The child's caseworker and the facility must work together to ensure that the child's basic clothing needs are met.

Whenever possible, the foster child should be involved in the clothing selection and purchase process to enable the child to learn the economics of budgeting and clothing selection, prepare the child for independence, as well as to afford the child a chance to exercise choices.

There may be exceptions to the above outlined payment procedure for clothing in out-of-state GROUP/RCCF foster care. This is due to the fact that the rates for out-of-state care are set by other states, and clothing may or may not be included in the ongoing rate.

Updated the daily emergency rate for emergency placements. Superseded PI-13-16

Category 30 – Emergency Placements 623-05-30-15

Payment Information - Other

When a placement requires a decision of critical importance concerning the child, the county having financial responsibility for foster care payment will make the decision in consultation with the custodian. Placements made in critical situations, i.e., emergencies may receive a daily rate of \$~~30~~ 35 per day for the first 15 days placement. If care extends for more than 15 days, the regular daily rate will apply beginning with the 16th day of placement. Use Category 30, and enter code 31, "Emergency Foster Care Placement" on the appropriate CCWIPS payment screen.

This irregular payment is computed by subtracting the daily age appropriate rate from \$~~30.00~~ 35.00. The difference will be paid as an irregular payment, Code 31, "Emergency Foster Care Placement."

Refer to CCWIPS User Manual for technical assistance related to entering irregular foster care payments on the CCWIPS system.

Updated the Quick Reference Categories and code for A, B, and C

Visitation Expense Reimbursement for Child's Family to Visit Child – Quick Reference 623-05-65-15

VISITATION EXPENSE REIMBURSEMENT FOR CHILD'S FAMILY TO VISIT CHILD QUICK REFERENCE	
FAMILY FOSTER CARE OR PRTF	GROUP/RCCF/RTF CARE
Claim on Form 119 and identify as visit to child in family foster care or RPTF. Federal funds can be accessed if local matching funds are provided.	In facility care, this is considered an allowable foster care administrative cost to facilitate reunification.
Refer to NDDHS 623-05 for policy and limitations.	Submit costs on CCWIPS as an irregular payment, category 50, code 52.
	Refer to NDDHS 623-05 for policy and limitations.
11-2002	

NOTE: SFN 119, "Monthly Summary of CSSB Operating Expenditures"

Updated Irregular Maintenance Payments – Family Foster Care**Categories and Codes – Irregular Maintenance Payments
– Family Foster Care 623-05-65-28****CATEGORIES AND CODES** **A.**
IRREGULAR MAINTENANCE PAYMENTS – FAMILY FOSTER CARE

CATEGORY 10 – SCHOOL SUPPLIES*/ACTIVITIES		APPROVAL: COUNTY
CODE	ITEM	LIMIT/YEAR
11	Field trips, shop supplies, pictures, class ring	Ages 0-4 \$200/year
12	Non-clothing athletic equipment/athletic shoes, personal incidentals	5-12 500/year 13-over 700/year
13	Prom dress/tux	
14	Camps – any type	
15	Music lessons/lease/purchase of musical instruments	Must be explained & within allowable foster care maintenance costs.
16	Individualized circumstances	
	*Note: Category 10 yearly maximum limits. No Exceptions.	
CATEGORY 20 - CLOTHING		
CODE	ITEM	LIMIT/YEAR
21	Clothing Allowance	Ages 0-4 \$ 400 150 /year** 5-12 400 225 /year** 13-over 400 300 /year**
	Initial	**Yearly maximum limit for Code 21, (initial) clothing allowance), <u>no exceptions.</u>
22	Special	Ages 0-4 \$ 250 150 /year 05-12 325 225 /year 13-over 400 300 /year
	(Refer to NDDHS 623-05 for specifics)	

9/2005

CATEGORIES AND CODES**A.****IRREGULAR MAINTENANCE PAYMENTS – FAMILY FOSTER CARE**

CATEGORY 30 – EMERGENCY PLACEMENT		APPROVAL: COUNTY
CODE	ITEM	LIMIT/YEAR
31	Emergency Foster Care Placement	\$30 <u>\$35</u> /day for up to 15 days. Emergency nature of placement must be documented. <u>Reimbursement is limited to the emergency placement daily rate only.</u>
CATEGORY 40 – CHILD CARE FOR FOSTER CHILD		APPROVAL: PERMANENCY PLANNING REGIONAL SUPERVISOR
CODE	ITEM	LIMIT/YEAR
41	Child care (out-of-home) for foster child during foster parent's employment.	For foster care reimbursement, child care must be provided by a provider who is licensed, certified, or has some other formal status under regulations. In North Dakota, the status is licensed, certified, registered or approved. This is in accordance with federal requirements.
43	Child care for foster child during foster parent's attendance at case conference/court hearing, w/o foster child.	
CATEGORY 50 – TRAVEL (LIMITED)		APPROVAL: PERMANENCY PLANNING REGIONAL SUPERVISOR
CODE	ITEM	
51	Travel for foster child-home visit, or foster child's visits to siblings, and other relatives.	
53	Travel for foster parents to transport the child to the school in which the child is enrolled at the time of placement.	

9/2010

CATEGORIES AND CODES
A.
IRREGULAR MAINTENANCE PAYMENTS – FAMILY FOSTER CARE

CATEGORY 60 – DIFFICULTY OF CARE/EXCESS MAINTENANCE PAYMENT (EMP)		APPROVAL: PERMANENCY PLANNING/ REGIONAL SUPERVISOR (AND FOSTER CARE ADMINISTRATOR FOR LEVEL IV)
CODE	ITEM	
61	Level I – \$50 Level II – \$100 Level III – \$150 Level IV (Note special instructions in NDDHS 623-05 for Level IV)	Requires approval by Administrator, Foster Care
CATEGORY 70 – PARENT/INFANT PAYMENT		APPROVAL: PERMANENCY PLANNING REGIONAL SUPERVISOR
CODE	ITEM	
71	Parent/Infant Payment	
N/A	Age 0-4	
N/A	Age 5-12	
N/A	Age 13-over	

8/4/99

Updated Emergency Foster Care Irregular Maintenance Payments

FOSTER CARE IRREGULAR PAYMENTS SUMMARY & EXAMPLES OF ALLOWABLE & NON-ALLOWABLE FAMILY FOSTER CARE 623-05-65-30

B.

FOSTER CARE IRREGULAR PAYMENTS SUMMARY & EXAMPLES OF ALLOWABLE & NON-ALLOWABLE FAMILY FOSTER CARE

CATEGORY	ALLOWABLE IRREGULAR MAINTENANCE	NON-ALLOWABLE IRREGULAR MAINTENANCE
10 School Supplies/ Activities	<p>Allowable irregular maintenance includes: school incidentals, field trips, shop & home ec. & lab fees, non-clothing athletic equipment & shoes, senior pictures, announcements, cap & gown, class rings, prom dresses, tux rental, lease/purchase for musical instruments, music lessons, swimming lessons, karate, bowling, and camps of any type. Personal incidentals include items related to personal hygiene, cosmetics, over the counter medications, and special dietary foods, infant and toddler supplies, including high chairs and diapers and miscellaneous items. A per child/year expenditure limit applies.</p> <p>Items purchased belong to the child & must accompany the child home or to a new foster home situation.</p>	<p>School supplies are presumed to be included in the basic foster care maintenance rate. Therefore, school supplies are not reimbursable as an irregular maintenance payment.</p> <p>College costs of any kind.</p> <p>Correspondence courses.</p> <p>Tutoring.</p> <p>School tuition.</p> <p>School registrations.</p> <p>Travel & transportation expenses. Local travel related to activities is presumed to be included in the basic foster care maintenance rate.</p>
20 Clothing Allowance	<p>Initial clothing allowance must be purchased within the first five months of the child's entry to foster care, submitted for payment within the first six months.</p> <p>Special clothing allowance is available, if <u>necessary</u>. See NDDHS 623-05. Clothing.</p>	<p>The regular on-going clothing needs of the child are included in the basic foster care maintenance rate. Therefore, on-going clothing costs to maintain a child's wardrobe are not reimbursed as irregular payments.</p>

30 Emergency Foster Care	\$30 35 /day for up to 15 days. Emergency nature of placement must be documented. Reimbursement is limited to the emergency placement daily rate only.	
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11/2008

Updated Categories and Code of Group & Residential Irregular Maintenance Payments.

Categories and Codes Group & Residential Irregular Maintenance Payments 623-05-65-35

CATEGORIES AND CODES GROUP & RESIDENTIAL

C.

IRREGULAR MAINTENANCE PAYMENTS

CATEGORY 10 - SCHOOL SUPPLIES*/ACTIVITIES		APPROVAL: COUNTY
CODE	ITEM	LIMIT/YEAR
11	Field trips, shop supplies, pictures, class ring	<u>Ages</u>
12	[Reserved for family foster homes]	0-4 \$200/year
13	Prom dress/tux	5-12 500/year
14	Camps - any type	13-over 700/year
15	Music lessons/lease/purchase of musical instruments	
16	Individualized circumstances *Note: Category 10 yearly maximum limits. No exceptions. Costs which are included within the facility maintenance rate are not allowable as irregular payments. **"School supplies" are included in the facility rate. (Refer to N.D.A.C. 75-03-15-07.1 "Maintenance rate" for more information.)	Must be explained & within allowable foster care maintenance costs

CATEGORY 20 – CLOTHING		APPROVAL: COUNTY
CODE	ITEM	LIMIT/YEAR
21	Clothing Allowance Initial	<u>Ages</u> 0-4 \$ 400 150 /year** 5-12 400 225 /year** 13-over 400 300 /year** ** Yearly maximum limit for Code 21, (<u>initial</u> clothing allowance), <u>no exceptions</u> .
31	Special (Refer to NDDHS 623-05 for specifics)	<u>Ages</u> 0-4 \$ 250 150 /year 5-12 325 225 /year 13-over 500 300 /year

11/2008

CATEGORY 50 - TRAVEL (LIMITED)		APPROVAL: PERMANENCY PLANNING REGIONAL SUPERVISOR
CODE	ITEM	LIMIT/YEAR
51	Travel for foster child - home visit, or foster child's visits to siblings and other relatives	
52	Travel for Family-Group/RCCF See 623-05 "Transportation"	
CATEGORY 80 - GROUP/RESIDENTIAL		APPROVAL: PERMANENCY PLANNING REGIONAL SUPERVISOR ADMINISTRATOR FOSTER CARE PROGRAM
CODE	ITEM	LIMIT/YEAR
81	Extra supervision for child in group/residential care - rare & unusual circumstances.	Very limited use.